

SADDLEBACK COMMUNITY COLLEGE DISTRICT
28000 MARGUERITE PARKWAY
MISSION VIEJO, CALIFORNIA 92692

MEETING OF THE BOARD OF TRUSTEES
7:30 P.M., JANUARY 22, 1991
SADDLEBACK COLLEGE
LIBRARY 105

AGENDA

CLOSED SESSION - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Milchiker

INVOCATION

Led by Trustee Hueter

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of December 10, 1990
Organizational Meeting of December 10, 1990

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

INFORMATION

PRIORITY

CONSENT CALENDAR

1. CONSENT CALENDAR

ACTION

Designated items will be recommended for action as indicated.

GENERAL

2. CCCT BOARD OF DIRECTORS NOMINATION - 1991 ACTION

It is recommended that the board advise the Chancellor as to any nominations for membership on the CCCT Board of Directors.

3. GRANT APPLICATIONS - IRVINE VALLEY COLLEGE AND SADDLEBACK COLLEGE ACTION

It is recommended that the board approve the following grant proposals as summarized in the agenda item exhibits: "Phase II - International Trade Model Curriculum," California Community College Chancellor's Office, Saddleback College; "Comprehensive College Development Project," U.S. Department of Education: Title III of the Higher Education Act, Irvine Valley College; "Integrating Business Graphics and Desktop Publishing into Multimedia Curriculum Development and Training," California Community College Chancellor's Office, Irvine Valley College; "Statewide Community College Instructional and Administrative Telecommunications Model Network," California Community College Chancellor's Office, Irvine Valley College.

4. IRVINE VALLEY COLLEGE: ACCEPTANCE OF AWARD/ DISSEMINATION OF MODEL CURRICULA/PROGRAMS ACTION

It is recommended that the board accept the award of funds from the California Community College Chancellor's Office in support of the Dissemination of Model Curricula/Programs and adopt Resolution 91-04 to amend the 1990-91 General Fund Restricted Budget in the amount of \$40,000 as displayed in the agenda item exhibit, and to direct that these funds be appropriated to the accounts and in the amounts displayed.

5. BOARD POLICY REVISION - BP 4202 ACTION

It is recommended that the board accept for approval the revisions to Board Policy 4202, Transfer of Sick Leave for Classified Personnel.

INSTRUCTION AND STUDENT SERVICES

6. SADDLEBACK COLLEGE: PSYCHIATRIC TECHNICIAN APPRENTICESHIP TRAINING PROGRAM CONTRACT ACTION

It is recommended that the board approve the contract with Fairview Developmental Center.

7. SADDLEBACK COLLEGE: GEOLOGY FIELD STUDY - BAJA, CALIFORNIA ACTION

It is recommended that the board approve the Geology Field Study to Baja, California, proposed for the 1991 summer semester, as presented in the agenda item exhibit.

8. SADDLEBACK COLLEGE: COMMUNITY EDUCATION FORUM ACTION

It is recommended that the board authorize a guest speaker contract with American Program Bureau, Inc., for the presentation by Ralph Nader on Friday, March 27, 1992, at 7:30 p.m. in the Saddleback College gymnasium at a cost not to exceed \$10,500.

9. SADDLEBACK COLLEGE: STUDENT HEALTH CENTER MEDICATION CHARGES ACTION

It is recommended that the board approve the new Saddleback College Health Center charges for antibiotic medication as presented in agenda item exhibit.

10. SADDLEBACK COLLEGE: HONORARIA ACTION

It is recommended that the board approve payment of the following honoraria:

- a. STAFF DEVELOPMENT PRESENTER

Honorarium of \$600 for Dr. Leo Coleman to speak on the topic "Managing Difficult People and Situations" to two groups on Thursday, March 7, 1991.

b. MATHEMATICS CONTEST GUEST SPEAKER

Honorarium of \$100 for Mr. Harold R. Jacobs' presentation entitled "Mathematical Snapshots" at the Mathematics Contest on January 8, 1991.

c. SUMMER STOCK

Honorarium of \$1,000 for Ms. Nancy Staiger, Assistant to P. A. Director, and \$3,000 for Ms. Beth Hanson, Casting Director, for their services in producing 1991 summer theatre.

11. SADDLEBACK COLLEGE: GUEST ARTIST CONTRACTS ACTION

It is recommended that the board approve the following guest artist contracts:

a. KEITH WILLIAMS ORCHESTRA

For a single performance on Sunday, June 9, 1991, at a cost not to exceed \$2,340.

b. LASER THEATRICALS' LASER LIGHT SHOW

For three performances on Sunday, March 10, 1991, at a cost not to exceed \$1,500.

12. CERTIFICATES OF ACHIEVEMENT ACTION

It is recommended that the board approve the granting of certificates to the students listed.

a. SADDLEBACK COLLEGE

b. IRVINE VALLEY COLLEGE

13. IRVINE VALLEY COLLEGE: LEADERSHIP CONFERENCE FOR BUSINESS EDUCATORS GRANT: CONSULTANT ACTION

It is recommended that the board approve the hiring of Ms. Sherry Baldwin as consultant in coordinating the February 12 - 14, 1991, conference for the Leadership Conference for Business Educators grant, in the amount of \$2,000 which has been funded and budgeted by the State Chancellor's Office.

14. IRVINE VALLEY COLLEGE: MATRICULATION EVALUATION INFORMATION

The Executive Summary of the visiting team, noting both findings and recommendations, has been provided by the State Chancellor's Office and is provided for the board as shown in the agenda item exhibit.

15. IRVINE VALLEY COLLEGE: REGION 8 UNIVERSITY TRANSFER TOUR PROGRAM ACTION

It is recommended that the board approve the Region 8 Participant Agreement and authorize Irvine Valley College to complete this required transaction for the University Transfer Tour Program (tours on March 21-22 and April 18-20).

16. IRVINE VALLEY COLLEGE: SPRING EVENTS ACTION

It is recommended that the board approve the Irvine Valley College cultural events, Spring, 1991, at an expenditure level not to exceed \$41,725 as shown in agenda item exhibit.

FACILITIES

17. SADDLEBACK COLLEGE: ELECTRONIC MARQUEE ACTION

It is recommended that the board approve the design of the proposed electronic marquee for Saddleback College as presented in the agenda item exhibit, and authorize staff to proceed with the bid process and related arrangements for this project.

18. IRVINE VALLEY COLLEGE: PRELIMINARY PLANNING GUIDES, HUMANITIES BUILDING AND PERFORMING ARTS BUILDING ACTION

It is recommended that the board approve the schematic plans for the Humanities Building and the Performing Arts Building, Irvine Valley College, as displayed in agenda item exhibits.

19. IRVINE VALLEY COLLEGE: PRELIMINARY SOILS INVESTIGATION, CHILD DEVELOPMENT CENTER ACTION

It is recommended that the board approve the contract with South Coast Geologic Services, Dana Point, to provide geotechnical services as described for a fee of \$4,750.

20. ENGINEERING SERVICES ACTION

- a. IRVINE VALLEY COLLEGE: SITE SURVEY, CHILD DEVELOPMENT CENTER

It is recommended that the board approve a contract with JHH Consultants, Irvine, to provide a site survey and topographic map for the Child Development Center in accordance with their proposal shown in the exhibit for a fixed fee of \$3,500.

- b. IRVINE VALLEY COLLEGE: SLAB SURVEY, HUB I STUDENT SERVICES CENTER

It is recommended that the board approve a contract with JHH Consultants, Irvine, to set control point and provide surveys as shown in exhibit for the HUB I Student Services Center for a fixed price of \$5,600.

- c. SADDLEBACK COLLEGE: SITE SURVEY, CHEMICAL STORAGE FACILITY

It is recommended that the board approve a contract with JHH Consultants, Irvine, to provide a site survey and topographic map for the Chemical Storage Facility in accordance with their proposal as shown in exhibit for a fixed fee of \$5,500.

- d. SADDLEBACK COLLEGE: WORKING DRAWINGS, MAIN ELECTRICAL SERVICE FEEDER

It is recommended that the board approve a contact with Frederick Brown Associates to prepare the working drawings and other services as described in the Standard Form of Agreement Between Owner and Engineer Contract for Main Electrical Service Feeder for a fee of \$37,000.

21. IRVINE VALLEY COLLEGE: CHANGE ORDER NO'S. 5 AND 6, HUB I STUDENT SERVICES CENTER ACTION

It is recommended that the board ratify Change Order No's. 5 and 6 as described in exhibits, to amend the contract with Culp Construction Company, Irvine, by increasing the contract amount to \$5,795,328, and four days extension of contract completion date. The revised contract completion date is September 11, 1991.

22. IRVINE VALLEY COLLEGE: CONSTRUCTION INSPECTION SERVICES CONTRACT, HUB I STUDENT SERVICES CENTER ACTION

It is recommended that the board ratify the services of Bruce Gaffney as Inspector-of-Record for the construction of the Hub I Student Services Center in accordance with the exhibit at a total cost of \$35,642.

23. SADDLEBACK COLLEGE: PRELIMINARY SOILS INVESTIGATION, CHEMICAL STORAGE FACILITY ACTION

It is recommended that the board approve a contract with South Coast Geologic Services, Dana Point, to provide geotechnical services as described in the exhibit for a fee of \$4,331.25.

24. SADDLEBACK COLLEGE: CHANGE ORDER NO. 12, TECHNOLOGY/APPLIED SCIENCE BUILDING ACTION

It is recommended that the board ratify Change Order No. 12 as described in exhibit to amend the contract with Golden Eagle Insurance Company for the construction of the Technology/Applied Science Building with no change to the contract amount and no extension of the contract completion date.

25. SADDLEBACK COLLEGE: REDUCTION OF RETENTION, TECHNOLOGY/APPLIED SCIENCE BUILDING ACTION

It is recommended that the board approve the reduction of retention from 10% to 5% with respect to payment request No. 19 and subsequent claims payments on this "Project."

26. IRVINE VALLEY COLLEGE: INTENT TO LEASE DISTRICT ACTION
PROPERTY - CONSTRUCTION OF P.E. OUTDOOR
FACILITIES AND P.E. SHOWER/LOCKER BLDG.

It is recommended that the board adopt Resolution No. 91-03 as shown in exhibit declaring intention to lease District property for the construction of the P.E. Outdoor Facilities and P.E. Shower/Locker Building, approving forms of agreement, and directing the publication of Intention to Lease District Property for the construction of P.E. Outdoor Facilities and the P.E. Shower/Locker Building.

27. FIVE-YEAR CONSTRUCTION PLAN: ORDER OF ACTION
PRIORITY AND SCHEDULE OF FUNDS

It is recommended that the board approve the District's Order of Priority and Schedule of Funds for the 1992-1997 Five-Year Construction Plan and the list of Project Planning Guides as shown in exhibits.

28. FIVE-YEAR DEFERRED MAINTENANCE PLAN: ACTION
1991-92 THROUGH 1996-97

It is recommended that the board approve the District's updated Five-Year Deferred Maintenance Plan as displayed in the exhibit and authorize the Plan to be forwarded to the California Community Colleges State Chancellor's Office.

BUSINESS/FISCAL

29. SADDLEBACK COMMUNITY COLLEGE DISTRICT: ACTION
AWARD OF BID, FORKLIFT

It is recommended that the board approve the award of a narrow isle forklift to the McKinley Equipment Corporation, Irvine, for \$24,376.94 including sales tax.

30. SADDLEBACK COLLEGE: AWARD OF BID, COMPUTERS, ACTION
BUSINESS SCIENCE DIVISION

It is recommended that the board award the additional purchase of twenty-nine computers on Bid No. 850 to Advance Data Systems, Irvine, in the amount of \$72,239.

31. IRVINE VALLEY COLLEGE: CANCELLATION OF FOOD SERVICES CONTRACT; AWARD OF INTERIM CONTRACTS ACTION

It is recommended that the board take the following actions: terminate its contract with S&K Services, Anaheim, effective February 1, 1991, and to direct staff to secure the total amount due on the contract equal to \$28,238.74; and award a contract for vending services to Continental Vending, Inc., Anaheim, during the period beginning February 4, 1991, and ending when the Student Services Center is completed; and authorize a contractual agreement with Alexa Catering, Santa Ana, for the provision of hot food truck services during the period beginning February 4, 1991, and ending when the Student Services Center is completed.

32. 1991-1992 NONRESIDENT TUITION RATE ACTION

It is recommended that the board adopt a nonresident tuition rate for 1991-1992 year of \$102 per semester unit based upon the statewide average cost.

33. SADDLEBACK COLLEGE: BUDGET AMENDMENT, DEDICATED REVENUE REVISIONS ACTION

It is recommended that the board adopt resolution 91-01 to amend the 1990-1991 General Fund Unrestricted Budget in the amount of \$72,004.00 as displayed in exhibit and to direct that these funds be appropriated to the accounts and in the amounts displayed.

34. COMPUTER MASS STORAGE UPGRADE ACTION

It is recommended that the board authorize the award of Bid #121 for storage disk upgrade to Digital Equipment Corporation for a total cost not to exceed \$50,235.98. Funds are available in the 1990-1991 state MIS project account for this purchase.

35. LONG DISTANCE TELEPHONE SERVICE ACTION

It is recommended that the board award Bid #119 to MCI Telecommunications of Santa Ana, for a period of three years beginning February 1, 1991, at a total cost not to exceed \$30,000 per fiscal year.

36. CONSULTING CONTRACT: INNOVATIVE BUSINESS SOLUTIONS ACTION

It is recommended that the board approve the consulting contract with Innovative Business Solutions for Macintosh computer training for district staff at a fee of \$60 per hour not to exceed \$3,120.

37. LEGAL SERVICES - EMPLOYEE RELATIONS ACTION

It is recommended that the board approve the terms of the agreement with Littler, Mendelson, Fastiff & Tichy to provide legal services in the area of employer/employee relations in accordance with agenda item exhibit.

38. COMMUNITY LEADERS MEETING ACTION

It is recommended that the board approve the meeting planned for January 28, 1991, at the University of California, Irvine, with expenses not to exceed \$1,000.

39. ACCCA/PAC RECEPTION - SCCD ORANGE COUNTY LEGISLATIVE REPRESENTATIVE ACTION

It is recommended that the board approve the attendance of Robert Lay, the District's community representative for the Orange County Community College Legislative Task Force, at the ACCCA/PAC Reception in Sacramento on January 16 and 17, 1991. His expenses will be covered by District funds not to exceed \$500.

40. BUDGET STATUS SUMMARY REVIEW/STUDY

It is recommended that the board accept the quarterly budget status report for review and study as display in exhibit, and direct the administration to include these reports in the minutes of this meeting as required by Education Code Section 84043.

41. TRANSFER OF APPROPRIATIONS ACTION

It is recommended that the board approve/ratify transfers of appropriations as delineated in exhibit.

42. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 20544 through 21353 totaling \$844,566.30 as listed in exhibit.

43. PAYMENT OF BILLS ACTION

It is recommended that the board approve the payment of warrants 7109 through 13434 totaling \$2,677,145.56, credit card purchases totaling \$12,501.40, and Community Education checks totaling \$58,322.22.

44. REIMBURSEMENT CLAIMS FOR TRUSTEES' USE OF PERSONAL AUTO ACTION

It is recommended that the board approve the request for reimbursement for use of personal auto as shown in exhibit.

45. TRUSTEE REQUEST TO ATTEND CONFERENCES AND MEETINGS ACTION

It is recommended that the board approve the requests for travel and/or mileage as shown in exhibit.

SPECIAL REPORTS

46. REPORTS INFORMATION

- a. Public Comments Concerning Items Not on Agenda
- b. Board Members' Reports
- c. Saddleback College President's Report
- d. Irvine Valley College President's Report
- e. Academic Senate's Reports
 - 1. Saddleback College Academic Senate
 - 2. Irvine Valley College Academic Senate
- f. California School Employees Association Report

- g. Faculty Association Report
- h. Classified Senate/Council Report
 - 1. Saddleback College Classified Senate
 - 2. Irvine Valley College Classified Council
- i. Chancellor's Report

PERSONNEL

47. EMPLOYMENT AND STATUS CHANGE ACTION

a. ACADEMIC PERSONNEL

It is recommended that the submitted academic personnel actions be approved.

b. CLASSIFIED PERSONNEL

It is recommended that the submitted classified personnel actions be approved.

48. 1991-92 SABBATICAL LEAVES ACTION

It is recommended that the board approve the recommended faculty members for sabbatical leaves during the academic year 1991-1992 as indicated in exhibit.

49. CONSULTANT CONTRACT: GLENN GOODER ASSOC., INC. - VICE CHANCELLOR, FISCAL SERVICES AND OPERATIONS ACTION

It is recommended that the board enter into an agreement with Glenn Gooder Associates, Inc., to provide professional services in the field of Fiscal Services and Operations for the period of February 4 through June 30, 1991, inclusive, at a rate comparable to the daily cost of salary plus personal auto allowance of the Vice Chancellor of Fiscal Services and Operations, for each day of service provided by the consultant.

GIFTS TO THE DISTRICT

50. GIFTS

ACTION

It is recommended that the board accept the following gifts: 18 silk-screens and frames to be utilized by the Arts and Serigraphy classes, Saddleback College, donated by Susan Fortney; 500 Samsonite chairs and 42 storage dollies to be utilized at college and community events, Saddleback College, donated by Saddleback College Foundation; 95 shares of Atlantic Richfield common stock to be deposited into current interest-bearing scholarship in the name of Patricia C. Reilly to provide funds to establish an annual scholarship estimated at \$2,000, Saddleback College, donated by Edward G. Reilly; Impedence Bridge, Post Marker/Sweep Generator, Tube Checker, RF Generator, CRT Tester/Rejuvenator, Vectorscope, IM Distortion Analyzer, Harmonic Distortion Analyzer, Xerox 820 Computer with manuals, two 8" disk drives, monitor, keyboard, stand, one case of disks, one Compaq monitor and one case of books to be utilized by students in the Electronics Program, Saddleback College, donated by Davis Eber-White; 6 IBM QuietWriter Printers to be utilized by students in the Electronics Program, Saddleback College, donated by Mission Energy Corporation.

CORRESPONDENCE

51. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT

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